



**Sunninghill**  
PREP SCHOOL DORCHESTER

**Part time Receptionist – 2 days per week**  
**8am – 5pm on Thursdays and Fridays**

Hours: 17 hours per week on Thursdays and Fridays during term time only.

Salary: £9.09 per hour

Sunninghill Prep School are looking to recruit a team player who will be the first point of contact for our School. You will be part of the Administration team, welcoming parents and visitors who visit the School.

Our Receptionist's duties include coordinating front-desk activities, answering the telephone and redirecting calls, dealing with enquiries and distributing correspondence and also offering administrative support to the teaching staff.

Please email [bursar@sunninghill.dorset.sch.uk](mailto:bursar@sunninghill.dorset.sch.uk) for details and an application package.

**Closing date for applications is Tuesday 30<sup>th</sup> November 2021**

*Sunninghill Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring service.*